

# **District Specialist I Position Description**

## **Definition:**

This position is responsible for performing clerical and administrative duties for the Soil and Water Conservation District. Work is performed under supervision from the District Board of Supervisors.

## **Duties & Responsibilities:**

Responsible for accurately preparing cost share applications, change orders, and payments in a timely manner.

Responsible for managing cost share funds according to commission and board policies.

Responsible for coordinating and organizing district field days, tours, pasture walks, annual meeting, radio interviews and grazing schools to increase landowner interest in the Cost Share Program.

Responsible for explaining the availability and the purpose of the state programs to landowners.

Responsible for preparing information for monthly Board of Supervisors meeting.

Assist in developing the district needs assessment.

Performs duties in accordance with the cooperative working agreement between NRCS, the Soil and Water Districts Commission, and the Soil and Water Conservation District Board.

Responsible for timely data entry into the computerized accounting program to track all income and expenses for the district.

Responsible for preparing monthly, quarterly, and annual financial reports for District Board approval and submission to the Soil and Water Districts Commission.

Verify that all expenditures are eligible according to the State Constitution, Commission Policy, and District Board Policy.

Preparing checks for signatures, balancing checkbook, and preparing deposits for review and approval by the District Board of Supervisors.

Responsible for payroll processing, which includes maintaining payroll records, tax files, and timesheets.

Serves as a receptionist for the Soil and Water Conservation District/NRCS Field Office through answering phone calls and meet the general public in a courteous and helpful manner.

Responsible for District correspondence, newsletters, newspaper articles, and other material necessary.

## **Example of Knowledge, Skills and Abilities:**

Introductory knowledge of computer systems and software.

Intermediate knowledge of office practices, procedures and equipment.

Intermediate knowledge of business math, grammar, composition, and spelling.

Intermediate knowledge of accounting methods and principles.

Ability to understand and apply federal, state and district regulations, policies and procedures.

Ability to maintain a high level of discretion when dealing with sensitive/confidential information.

Ability to accurately complete assignments within specified timeframes.

Ability to establish and maintain working relationships with co-workers, conservation partners and the public.

Ability to work independently and exercise sound judgement and discretion.

## **Experience and Education Qualifications:**

Possession of a high school diploma or a GED certificate.

Possession of a valid driver's license.

Ability to pass a background check.

Salary for this position will be based on the number of duties, experience, and education.